

BY ORDER OF THE DIRECTOR
Air Force Office of Scientific Research (AFRL)

AFOSR INSTRUCTION 61-7
15 December 1999

Research and Development

Initiating and Annual Reporting of Laboratory Research

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

Supersedes AFOSR Instruction 61-7, 12 June 1995, 5 August 1998 and 23 August 19998

OPR: AFOSR/PII

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Certified by:

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Pages: 7

SUMMARY OF CHANGES

This instruction outlines procedures for managing AFOSR-funded research within the Air Force Research Laboratory. It describes how laboratory tasks are initiated and terminated, prescribes reporting requirements, and describes the annual review process. It covers reporting of extramural efforts only to the extent of their inclusion in the annual program manager reports.

1. Overview

1.1 Mission of AFOSR. The Air Force Office of Scientific Research has single manager responsibility for planning, managing, implementing, and controlling the USAF Defense Research Sciences Program under Program Element 61102F. AFOSR shall work closely with the other AFRL technical directorates to nurture and support quality research and to integrate intramural and external research to promote transition of research to the Exploratory Development programs of the technical directorates.

1.2 Purpose of intramural tasks.

- Perform research
- Contribute to the knowledge base
- Augment technology transition
- Provide and develop expertise in fundamental science and engineering
- Attract and develop top talent
- Help assure relevancy of the extramural program

1.3. Definition of the intramural basic research program. The intramural basic research program is defined as funded tasks within the Air Force Research Laboratory (AFRL). Only the costs of research performed by AFRL employees and/or on-site contractors are defined as intramural research.

2. Laboratory Research Initiation Request

2.1. To start or redirect an Air Force basic research laboratory effort, the laboratory principal investigator (PI) submits a Laboratory Research Initiation Request (LRIR) (attachment 1) to the appropriate AFOSR scientific directorate for the research topic, and preferably to the appropriate program manager (PM) who will be the AFOSR focal point for that effort (see AFOSR Research Interests brochure for listing available at:

<http://web.fie.com/htdoc/fed/afr/afo/any/menu/any/afrfund.htm#research>).

2.2. The PM will coordinate a review of scientific/technical merit before making a decision regarding funding the effort and will maintain contact with the PI during the period of research covered by the request.

2.3. The AFRL technical directorate will review requests for Air Force relevance before forwarding them to AFOSR. The directorate will also ensure that personnel and resources will be available to perform the proposed work. Unless requested to do otherwise, AFOSR will direct questions or issues to the PI.

2.4. The request should address at least three years of research. PIs should submit LRIRs no later than 1 April to allow sufficient time for AFOSR to review them and to make funding decisions before the beginning of the next fiscal year.

2.5. For further information or clarification, the LRIR PI may contact the appropriate PM.

3. Laboratory Annual Task Reports.

3.1. On or about the end of each fiscal year, laboratory PIs will prepare, for every AFOSR-funded basic research task they manage, a report of activities of the closing year and plans for the upcoming year.

3.2. Report Content and Format. Follow the outline shown in attachment 2. Mark each report with the proper distribution statement per AFI 61-204, Dissemination of Scientific and Technical Information. (NOTE: Clear reports intended for public release with the Public Affairs office.)

3.3. Suspense. Final task reports are due by 1 October. AFOSR PMs will review the final reports before the suspense date to ensure compliance with content and format requirements.

3.4. Method of submission. PIs shall submit their laboratory Annual Task Reports electronically in Microsoft Word. Spreadsheets should be in Microsoft Excel.

JOSEPH F. JANNI
Director

2 Attachments

1. Laboratory Research Initiation Request

Appendix A: Curriculum Vitae

Appendix B: Personnel Allocation

Appendix C: Resource Summary

Appendix D: Facilities

2. Laboratory Annual Task Report

Appendix A: In-house Activities

Appendix B: Off-site Contract and Grant Activities

Appendix C: Technology Transitions/Transfers Detailed Listing

[DISTRIBUTION STATEMENT (See AFI 61-204)]

**LABORATORY RESEARCH INITIATION REQUEST (LRIR)
EXECUTIVE SUMMARY**

Instructions: Provide all the information identified below (including AFOSR program manager, if known). List Research Objectives in bullet format. Limit to one page.

Title: _____

Laboratory Task Manager: _____

AFOSR Program Manager: _____

Research Objectives: _____

Synopsis of Proposed Research:

Proposed Funding By Fiscal Year:

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Narrative

Instructions: This section consists of up to 10 pages of text, figures or tables. It should include:

- Hypothesis, scientific question, or principal technical objective to be tested,
- Background review of the current state of research identifying how the objectives listed in the executive summary are intended to expand the knowledge base, and approach,
- Restatement of objectives in terms of anticipated application of results if the research is successful,
- List of specific goals to be met during the first year of research, and
- Specific Air Force relevance related to the objectives

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Appendix A: Curriculum Vitae

Instructions: List or attach curriculum vitae for the principal investigator and key scientific personnel. Limit to two pages per individual

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Appendix B: Personnel Allocation

Instructions: Identify all personnel and their allocation, as a percentage of labor years, to the proposed research Task. For vacant positions, discuss how, and from where, personnel may be obtained.

Appendix C: Resource Summary

Directorate: _____

Division: _____

PI: _____

Research Title: _____

	Requested FY	FY+1	FY+2
Direct Labor Years:			
Military			
Civilian			
T O T A L Labor Years			
Funds:			
Personnel			
Travel and Training			
Capital Equipment (>\$5,000)			
Minor Equipment (<\$5,000)			
Other Expenses			
T O T A L Resource Requirements			

Appendix D: Facilities (Optional)

Instructions: If special facilities are key to program, describe in one page.

[DISTRIBUTION STATEMENT (See AFI 61-204)]

LABORATORY ANNUAL TASK REPORT**Instructions:** Provide all information identified below. List Research Objectives in bullet format. Provide Summary of Progress and Forecast for Next FY in narrative format.

LRIR: _____

Title: _____

Laboratory Task Manager: _____

Commercial Phone: _____ DSN: _____ FAX: _____

Mailing Address: _____

E-Mail Address: _____

AFOSR Program Manager: _____

Research Objectives:

Funding Summary (Reporting FY, \$k):

In House	Capital Equip. (>\$5,000 each)	On-Site Contractor	Total

Appendix A: In-house Activities

Instructions: Provide all information identified below for the reporting year only. Personnel should include each scientist or engineer who contributed to the Task during the year. Publication of articles derived from the research should be listed chronologically in bibliography format. Attach reprints. List only invention disclosures derived from the research effort. Honors may include recognition both inside and outside the Air Force S&T community. Extended scientific visits may include AFOSR academic programs.

Personnel:

	<u>Name</u>	<u>Degree</u>	<u>Discipline</u>	<u>Involvement</u>
Air Force Employees (e.g., John Smith		Ph.D.	Physicist	3/4)
On-site Contractors				
Visitors				

Publications:

Published in Peer Reviewed Journals and Books

Published in Unreviewed Literature (proceedings, tech. reports, etc.)

Accepted/Submitted for Publication

Invention Disclosures and Patents Granted:**Invited Lectures, Presentations, Talks, etc.:****Professional Activities (editorships, conference and society committees, etc.):****Honors Received (include lifetime honors such as Fellow, honorary doctorates, etc., stating year elected):****Extended Scientific Visits From and To Other Laboratories:**

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Appendix B: Off-Site Contract and Grant Activities

Instructions: Provide all information identified below for the reporting year only. Publication of articles derived from the research should be listed chronologically in bibliography format. Attach reprints. List only invention disclosures derived from the research effort.

Publications:**Invention Disclosures:**

Appendix C: Technology Transitions/Transfers Detailed Listing

Sub area	Title	Program Manager	Performer <i>(name, telephone, and organization)</i>	Customer(s) <i>(name and organization)</i>	Research Result <i>(scientific statement)</i>	Application <i>(technical benefit(s) and/or customer use List and <u>underline</u> any military applications first)</i>	Transitioned To	Transitioned From	Application

Note: In the last three columns enter the following codes:

Transitioned From:

AFRL = L

Industry = I

Academia = A

Transitioned To:

Industry = I

Air Force 6.2 or 6.3 = AF

Other AF, DoD, or Government = O

Application:

Product (New or Improved) = Pd

Process (New or Improved) = Pc

Other Technology Benefit = O